



**King County**  
**PROJECT/PROGRAM MANAGER IV**  
**TASK FORCE ON REGIONAL HUMAN SERVICES**  
**DEPARTMENT OF COMMUNITY AND HUMAN SERVICES**  
**Annual Salary Range: \$68,070 - \$86,283 (2005 Rates)**  
**Job Announcement: 05VB4829**  
**OPEN: 1/5/05      CLOSE: 1/26/05**

**WHO MAY APPLY:** This Term Limited Temporary position is open to all qualified applicants and is expected to last two years.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: Linda Nordness, DCHS Director's Office, **821 Second Avenue, Suite 600, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Linda Nordness at 206-296-5233 for further inquiries. **PLEASE**

**NOTE: Applications not received at the location specified above may not be processed.**

**FORMS AND MATERIALS REQUIRED:** The following four items are required:

1) A [King County application form](#); 2) resume; 3) letter of interest detailing your background and describing how you meet or exceed the qualifications #1-11; and 4) a writing sample that describes your approach to implementing the recommendations in the *Stand Together: A Blueprint for Transforming Human Services in King County* report. Include the challenges you anticipate and what suggestions/strategies you think we should explore to overcome them. See the website to download the report:

<http://www.metrokc.gov/exec/tfrhs/>. A King County application can be downloaded from the King County web site, <http://www.metrokc.gov/ohrm/jobs/>, or picked up from Room 450 in the King County Administration Building, 500 4<sup>th</sup> Avenue, Seattle.

**WORK LOCATION:** The Exchange Building, 821 Second Avenue, Suite 600, Downtown Seattle.

**WORK SCHEDULE:** The normal workweek is Monday through Friday, 40 hours. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

**POSITION PURPOSE:** This position provides leadership and vision for the implementation of the recommendations of the Executive's Task Force on Regional Human Services *Stand Together: A Blueprint for Transforming Human Services in King County* report. The Task Force on Regional Human Services was convened to examine the existing Regional Health and Human Services system and to provide practical and strategic recommendations for stabilizing, improving and maintaining the regional human services system for the future.

Working in a multidisciplinary environment, this position will organize and coordinate with key stakeholders (local governments, elected officials, community agencies, business, and philanthropic organizations) to develop an integrated planning and oversight process for a new infrastructure dedicated to the delivery and maintenance of regional health and human services in King County.

**PRIMARY JOB DUTIES:**

- Provide strategic direction for the implementation of the recommendations for interim action in the *Stand Together: A Blueprint for Transforming Human Services in King County* report.
- Provide leadership and staffing for the interim regional human services committee.
- Research potential ballot measures and other regional human services funding mechanisms and assist the interim board in making a determination on strategies and options to pursue.
- Research and analyze human services data and assist the interim board in determining funding gaps/needs and funding priorities.
- Work with the interim human services committee and other stakeholders; develop the charge, membership and appointment process for an on-going Regional Human Services Board. Develop governance and administrative structure.
- Develop a strong public involvement and education campaign to communicate the need to build a regional human services system with dedicated revenue. Work with partners to increase public knowledge and support for human services, and support for dedicated revenue to fund the system.

**QUALIFICATIONS:** The successful candidate shall possess the skills below gained through a Bachelor's degree in public administration, statistics, public finance, or related field; OR any equivalent combination of education and experience. Additional qualifications are as follows:

- 1.
2. Knowledge of human services issues in King County, including human services systems, funding and coordination of services and governance and administrative structures.
3. Demonstrated ability to work with boards, high level management and elected officials.
4. Demonstrated ability to work effectively with a broad range of constituents, including consumers, social services providers, government officials, business people, and other stakeholders.
5. Highly skilled at data analysis, problem-solving, policy development, and strategic planning.
6. Written and oral communications skills, including the ability to make presentations to diverse audiences.
7. Demonstrated ability to develop budgets and funding plans.
8. Skilled at effectively cooperating and coordinating with a wide variety of groups and individuals to reach a common goal.
9. Skilled at motivating staff and stakeholders, and building teams that work collaboratively toward implementing a countywide plan.
10. Demonstrated ability in applying marketing principles to develop the public relations campaign.
11. Computer skills; excellent knowledge of MS Outlook, Word and Excel, and other desktop publishing software.
12. Valid Washington State Driver's License, or the ability to travel around the county in a timely manner.